

SUBCHAPTER c: FISCAL ADMINISTRATION
PROCEDURES 351 FEDERAL BENEFITS AND OTHER PUBLIC FUNDS

February 16, 1988
PT 88.1

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Appendix A: Procedures for AFDC-FC and MANG

== 351.1 Purpose== 351.2 Definitions351.3 Assisting Families in Securing Benefits

The primary assistance staff can render families in securing the benefits listed in the rule is the provision of information and referral. By becoming familiar with the various federal, state and local programs that are available, staff can recognize the potential eligibility of the families they serve and appropriately advise them as to the benefits for which they may qualify and how and where to apply. The following section, Securing Benefits for Children, contains descriptions of major programs and benefits. By familiarizing themselves with this section, staff can obtain a broad, general knowledge of the benefits, eligibility requirements and procedures for making applications.

Staff can also be of assistance to families by being actively supportive during the application process. This can include assistance in filling out forms and questionnaires, interpreting various requirements, help in obtaining needed documentation and verifications, and acting as an advocate on the families' behalf.

351.4 Securing Benefits for Children

- a) Federal Benefits: This section is to be used with rules and procedures 353, Children's Accounts.

Eligibility Criteria in General: Dependency is the main criterion for establishing eligibility for Social Security, Veterans Administration, Railroad Retirement and Black Lung (Miner's benefits). Eligibility for Supplemental Security Income (SSI) is determined by disability and income.

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One may be eligible for Federal benefits if any of the following conditions exist:

1. Parent(s), guardian or legal custodian is deceased, disabled or worked in a coal mine.
2. Child is disabled.
3. Parent(s) is/was a veteran.
4. Parent(s) worked for a railroad.
5. Guardian or Legal custodian appointed.
6. Benefits are currently being received.

As stated in Procedures 353, Children's Accounts, the MARS/CYCIS Eligibility III form, CFS 1413, Request for Benefits Determination must be completed for each child accepted for care and/or service within 10 working days of the child's initial placement. The form is only completed once and never needs to be completed again unless events occur which may qualify the child for benefits; e.g., a parent dies or becomes disabled. In addition, Form SS-5, application for a Social Security Number Card, must be prepared for all children placed in substitute care who do not already have a Social Security number. This form should be completed simultaneously with the preparation of CYCIS form CFS 1411, Eligibility I. (See Appendix G of Procedures 327 for the completion of the SS-5).

Study the eligibility criteria listed on the following pages for the various types of Federal benefits for which a child may be eligible. If it appears that eligibility may exist, complete the section of the form CFS 1413 that is appropriate to the benefit. If none of the eligibility criteria are present, complete only the first line of form CFS 1413, marking the box entitled "NONE".

After form CFS 1413 is processed, reports are generated to the Office of Children's Financial Benefits for follow-up on cases which indicate potential eligibility for benefits.

The following is a description of each benefit, the eligibility criteria for each and application and reporting procedures.

I. Social SecurityA. Eligibility

1. If a child is or was financially dependent on his/her natural parent, adoptive parent, stepparent, aunt, uncle, grandparents, step-grandparents, guardian or custodian and if that person (natural parent, adoptive parent, etc.) should die, retire, or become disabled, the child and his family may become eligible for Social Security benefits. In those instances above in which the child is financially dependent on someone other than his/her parents, the child can only qualify for benefits if the child's natural parents are deceased.
2. Additional Eligibility Criteria
 - a. Disabled Child: Recipient of Social Security benefits who is disabled by a physical or emotional condition, mental retardation or mental illness, which existed prior to his/her 22nd birthday.
 - b. Student Benefits: Monthly benefits continue to age 19 if child is regularly and continuously enrolled in elementary or high school. Benefits for students enrolled in college or other post secondary education programs will gradually be phased out by April, 1985, as described below in B.3.
 - c. Adopted Child: Benefits for an eligible minor child may be continued following consummation of an adoption.

B. Application Procedures

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1. When completing MARS/CYCIS form, Eligibility III, CFS 1413, in accordance with the instructions contained in Administrative Procedure #5, Uniform Recording Requirements, also complete the section of the form entitled "CFS 475 - Social Security Information Sheet" if conditions indicate potential eligibility for Social Security benefits. Workers are not to submit application forms for benefits directly to the local Social Security District Office.

If a child has been in placement and a CFS 1413 (or a Benefits Determinations Checklist) was previously processed indicating no potential eligibility, complete a new CFS 1413 should conditions change (e.g., disability or death of a person on whom the child was financially dependent) and forward it to Data Entry.

The Social Security Administration determines whether or not a child is eligible to receive benefits. If the child is determined ineligible, SSA notifies the Children's Accounts

Unit. If the child is determined eligible, the Social Security Administration indicates to the Children's Accounts Unit which application forms need to be completed. These forms may consist of the following:

- SSA-4F6 Application for Child's Insurance Benefits
- SSA-6F6 Application for Surviving Child's Insurance Benefits
- SSA-11F6 Application to be Selected as Payee
- SSA-780 Certificate of Application for Payments on Behalf of Another

2. Disabled Child: When a child is disabled, as defined in the eligibility criteria above, there may be entitlement to disability benefits thereafter, based on the record of the qualified retired, disabled or deceased parent.

The region will submit the following forms to the Children's Accounts Unit:

SSA-3820F6, Medical History and Disability Report -- Widow, Widower, Surviving Divorced Wife or Disabled Child

RV-DI-IL, Illinois Disability Determination Services Medical Release

Entitlement to disability benefits will be discontinued for one of the following reasons: disabling condition no longer exists, married (unless married to another disabled person), or has ability to earn a substantial salary.

3. Student Benefits: An unmarried full-time student under age 19 in elementary or high school may be eligible when a parent who has worked long enough under Social Security receives retirement or disability benefits, or has died.

Benefits for students, ages 18 to 22, attending college, trade or vocational school, will gradually be phased out by April, 1985. This phase-out of benefits will take place in this manner:

- (1) Students entitled to benefits for August 1981 or Earlier
Benefits will continue for youth, ages 18 to 22, who were entitled to a Social Security check for August, 1981 and were full-time students at a college or other approved post-secondary school before May, 1982. Benefits can be paid until they finish school, reach age 22, marry or through April, 1985, whichever comes first.

These benefits, however, are being reduced by 25 percent each year starting with the September, 1982 checks until they are completely eliminated for months after April, 1985.

Starting in 1982, no benefits will be paid for May, June, July and August. Furthermore, there will be no eligibility for any cost-of-living increases.

(2) Students Entitled to Benefits for September 1981 or Later

If a youth first became entitled to benefits in September, 1981 or later and was a full-time student at a college or other post-secondary school, payments were made for months of full-time attendance only through July, 1982, after which benefits were discontinued.

If the youth was attending high school or elementary school, payments were also continued through July, 1982. After that time, payments were not made for months in school after the age of 19.

The Social Security Administration automatically notifies the guardian a few months prior to the 18th birthday that benefits will terminate unless the youth intends to continue in school. The Social Security Administration also sends form SSA-1372, Student's Statement Regarding School Attendance, to the Children's Accounts Unit, which, in turn, submits the form to the Regional Office, with the request that it be completed, signed by the student, and returned to the Children's Accounts Unit. This form must be completed and returned regardless of whether the youth will be attending school past the age of 18.

The prompt return of the completed, signed form is essential for assuring uninterrupted payment. If payment is interrupted the Social Security Administration must develop a new application.

Regulations of the Social Security Administration require that benefits be paid directly to the beneficiary after age 18 if he/she is attending school. Thus, monthly checks representing "student" benefits are mailed directly to the student inasmuch as he has attained majority.

It is incumbent upon the student to notify the Social Security Administration of such information as leaving school or reduction in attendance, marriage, change of address, or reporting income which will affect eligibility for benefits.

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Earnings in excess of \$5,400 per year will cause loss of some or all benefits, depending on total earnings.

Marriage disqualifies a youth for student status.

When monthly foster care payments are to continue when a student receives his benefits directly, the Region must reduce the monthly board payments by the amount of the personal and clothing allowances.

4. Adopted Child: Social Security regulations provide that benefits for an eligible minor child may be continued following consummation of an adoption, although application for a change of payee is discretionary with the adoptive parent(s).

By Department policy the adoptive parent(s) of an eligible minor child who will be receiving an ongoing monthly board subsidy must apply for a change of payee.

The adoptive parent(s) will be furnished by the region with only the Social Security number of the wage earner on whose account the child is eligible for benefits. The adoptive parent(s) should take this Social Security number together with the Decree of Adoption to the nearest district office of the Social Security Administration in order to file an application for a change of payee.

5. Changes to be Reported: It is of utmost importance to report to the Social Security Administration certain changes in the status of a child for whom DCFS is payee of Social Security benefits, as well as reporting other vital information.

The following "desk aid" indicates the information and changes which should be reported:

CHANGES TO REPORT FOR TITLE II PROGRAM—SOCIAL SECURITY BENEFITS

- | | | | |
|----|-----------------------------|----|--|
| 1. | Custody changes | -- | Leaves the Department's care or custody, or change of address. |
| 2. | Change of marital status | -- | Marriage of any beneficiary |
| 3. | Death | -- | Death of any beneficiary |
| 4. | Change in school attendance | -- | Student 18 or over stops attending school, reduces school attendance below full-time, or changes schools |
| 5. | Work | -- | If a beneficiary works and earns over \$4,920 for 1983 or \$410 per month |

6. Disabled person goes to work -- If a disabled beneficiary goes to work or the condition improves such that he/she is able to work

The Social Security Administration requires the Children's Accounts Unit to notify them of the date a ward begins to work, the name and address of the employer, amount of wage being paid and number of hours per day, week or month ward is employed.

Also, circumstances in which a child is performing in-house duties (for board, etc.) but is not actually receiving a monetary payment (known as "in kind" income) must be reported to the Children's Accounts Unit, which, in turn, must notify the Social Security Administration.

II. Railroad Retirement Benefits

A. Eligibility

1. The primary condition of eligibility for Railroad Retirement benefits is: children of deceased railroad employees, provided that the employee had 10 years (120 actual service months) of employment, and had a current connection with the railroad industry (meaning that during the 2½ years before death, the employee had one year of railroad employment) and the children meet the following requirements:
 - a. Under age 18
 - b. Unmarried
 - c. Dependent upon employee
2. Additional Eligibility Criteria
 - a. Disabled Child: May be considered disabled upon filing of initial application; however, there is no time limit for such application.
 - b. Student Benefits: Monthly benefits continue to age 22 if youth is attending school on a full-time basis, although benefits may continue until the end of the semester in which the youth attains 22.
 - c. Adopted Child: Benefits for an eligible minor child may be continued following consummation of an adoption.

Railroad Retirement Benefits are computed on the amount of monthly benefits which would be payable under the Social Security formula. Wages from railroad employment since 1937, and the number of years of employment are pertinent factors in determining the amount of monthly benefits. To the amount computed using the Social Security formula,

Railroad Retirement adds 30 percent to arrive at the amount of monthly benefits.

B. Application Procedures

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1. Initial (death of employee): Region/field staff should review all incoming cases and determine if a child is potentially eligible for Railroad Retirement benefits according to the above stated criteria. When it appears the child may be eligible, the worker completing the MARS/CYCIS Eligibility III form, CFS 1413 at the time of case opening should complete the section of the form entitled "Parents Worked For Railroad."

The Children's Accounts Unit initiates correspondence with the Railroad Retirement Board office, submitting the above information and requesting a determination regarding eligibility for benefits.

The Children's Accounts Unit will send the region/field a memorandum related to entitlement to Railroad Retirement benefits.

If it is known to the region/field that a claim has been established and benefits are being paid, the region will report to the Children's Accounts Unit the name, address and relationship of the current payee. The Children's Accounts Unit will, in turn, report the information to the Railroad Retirement Board so that an application for change of payee can be made.

2. Disabled Child: Eligibility requirements for "disabled child" benefits are similar to those of Social Security. Benefits may continue after age 18 if such disability was present and established prior to age 22.

The region/field will notify the Children's Accounts Unit by memorandum of any disabling condition. The Children's Account Unit will then advise the Railroad Retirement Board, requesting advice regarding documentation required of the disability and possibility of eligibility.

3. Student Benefits: Children receiving Railroad Retirement Survivors' benefits are eligible for student benefits from age 18 through 22 if attending college or university full-time (minimum of 20 hours weekly) as a day or evening student, or enrolled full-time in a day or evening school, vocational or other instructional school for a course of study lasting at least 18 weeks. Payment will be continued during a period of four weeks or less in which the student is not in school, such as vacation, if he/she was attending full-time or intends to return to school full-time when the period is over.

Three months prior to a child's 18th birthday, the Railroad Retirement Board notifies the child that benefits will stop effective his 18th birthday unless he is totally disabled or is a full-time student. If the youth informs the Railroad Retirement Board that he/she is a student, then an Application for Child's Insurance must be completed and returned by the student to the Railroad Retirement Board.

Monthly benefits will be paid directly to the youth, if eligible.

If monthly foster care payments continue, then a student receives his benefits directly and the region must reduce the monthly board payment by the amount of personal and clothing allowance.

4. Adopted Child: Railroad Retirement Board regulations provide that benefits for an eligible minor child may be continued following consummation of an adoption, although application for a change of payee is discretionary with the adoptive parent(s).

By Department policy, the adoptive parent(s) of an eligible minor child who will be receiving an ongoing monthly board subsidy must apply for a change of payee.

The adoptive parents will be furnished by the Region with the Railroad Retirement Board claim number of the deceased employee. The adoptive parent(s) should send this number together with a copy of the Decree of Adoption and a request for a change of payee to:

Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

III. Veterans Administration Benefits

A. Eligibility:

1. Primary Condition: Dependency or Indemnity Compensation may be payable to a minor child of a deceased or disabled veteran upon whom the child was or is financially dependent.
2. Additional Eligibility Criteria
 - a. Disabled Child: A veteran's child who, prior to age 18, is established to be permanently incapable of self-support because of mental defect or physical disability may continue to receive benefits thereafter as long as such condition exists, or until the ward marries.

- b. Student Benefits: Monthly benefits continue to age 22 if the child is regularly and continuously enrolled in school on a full-time basis.
 - c. Adopted Child: Benefits for an eligible minor child may be continued following consummation of an adoption.
- B. Benefits: The monthly payment for a child of a veteran depends on the type of benefit (death or disability) sought and on the number of eligible dependents.
 - 1. Deceased Veteran: According to federal legislation, when a veteran is deceased the Veterans Administration pays \$61.00 for the first child and \$26.00 for each additional child. However, the monthly checks represent the amount due for all children in the family, and are distributed equally.
 - 2. Disabled Veteran: A child of a disabled veteran is eligible for \$5.00 per month, with a maximum of three children eligible.
- C. Application Procedures
 - // 1. Initial: The worker completing MARS/CYCIS Eligibility III form CFS 1413 at the time of case opening shall complete the section of the form entitled CFS 406 - Report on Veteran's Child for all children of deceased or disabled veterans.

The Children's Account Unit will submit the information to the Veterans Administration regional office, which in turn, will notify the Children's Accounts Unit whether or not the child/children are entitled to benefits. The Children's Account Unit will, in turn, send the region copies of any statement received related to eligibility.
 - 2. Disabled Child: The region will inform the Children's Accounts Unit, by memorandum, of any physical or mental disability prior to the ward's 18th birthday.

The Children's Accounts Unit will inform the Veterans Administration of the disability. In turn, the Veterans Administration will notify the Children's Accounts Unit of any additional information required in order to have the youth declared a "helpless child" and therefore entitled to further benefits.
 - 3. Student Benefits: The Veterans Administration notifies the Guardianship Administrator four (4) months before the youth's 18th birthday that monthly benefits will automatically terminate unless the youth continues in school after the 18th birthday. The Guardianship Administrator, through the Children's Accounts Unit, must apply for benefits prior to the 18th birthday of a youth who intends to continue his studies,

so that payment will not be interrupted. The Children's Accounts Unit forwards Veterans Administration form "Application for Educational Assistance", to the regional office for completion and signature by the youth. The region returns the form to the Children's Accounts Unit which, in turn transmits it to the Veterans Administration regional office.

Monthly educational benefits to which a youth is entitled after reaching 18 years are paid directly to the student.

Veterans Administration student benefits will be paid during the summer vacation months if there is not a break in the continuity of the youth's education; i.e., youth plans at the end of the school year to enroll in the fall.

4. Adopted Child: Minor eligible children continue to be eligible for benefits following adoption, although application for a change of payee is discretionary with the adoptive parent(s).

By Department policy the adoptive parent(s) of an eligible minor child who will be receiving an ongoing monthly board subsidy must apply for a change of payee.

The region should furnish the veteran's claim number to the adoptive parents, who should forward this number together with a copy of the Decree of Adoption to the:

Veterans Administration Regional Office
536 S. Clark Street
P.O. Box 8136
Chicago, Illinois 60680

The Veterans Administration will initiate correspondence with the adoptive parents in order to finalize a change of payee of the child's benefits.

IV. Black Lung (Miner's) Benefits

- A. Eligibility: The only condition of eligibility for benefits is that the miner's lungs are physically damaged to such an extent that he is prevented from performing his usual job in the coal mine.
- B. Benefits: The amount of benefits is determined by the extent of the disability and the number of years of employment in the mines.
- C. Application Procedures: When the Social Security Administration checks their records for eligibility, their records also indicate whether or not there is eligibility for Black Lung benefits. If there is such eligibility, the Social Security Administration notifies the Children's Accounts Unit.

// The worker completing MARS/CYCIS Eligibility III form CFS 1413 at the time of case opening should complete that section of the form entitled "Parents Worked in a Coal Mine," if that fact is known.

V. Supplemental Security Income

A. Eligibility

1. Primary Condition: The purpose of the Supplemental Security Income program is to provide payments when needed to anyone who is 65 or older--or who is under 65 but blind and disabled--for a basic cash income. A child is considered disabled if he/she has a physical or mental impairment which has lasted or is expected to last for at least 12 months, and would be severe enough to prevent him/her from being able to work if he/she were an adult.
2. Conditions of Eligibility are as follows:
 - a. Blind -- vision no better than 20/200 with corrective lenses, or tunnel vision (limited to 20 degrees or less).
 - b. Disabled -- a physical, mental or emotional impairment which is expected to last at least 12 months.

B. General Criteria Considered in Screening Cases

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|---------------------------------|---|
| 1. Visual Handicap | Blindness--total or partial |
| 2. Hearing Handicap | Total or partial deafness |
| 3. Speech Handicap | Total or partial loss of speech |
| 4. Physical Visible Handicap | Use of prosthetic devices such as crutches, braces, canes, walkers, artificial limbs, etc. |
| 5. Disease Conditions | Epilepsy, Diabetes, Hemophilia, Heart Defects, Cerebral Palsy, Multiple Sclerosis, Muscular Dystrophy, etc. |
| 6. Mental or Emotional Handicap | Mental retardation, or mental illness, behavioral problems, functional disorders, etc. |
| 7. Educational Factors | Child attends special schools, special education classes, etc. |

C. Benefits

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1. For an individual: Effective July 1, 1984 the maximum monthly Supplemental Security Income rate is \$324.00, subject to some reduction when the child's income exceeds established levels.
 2. Children in a nursing home: The Supplemental Security Income monthly benefit is \$25, with at least 50% of the cost of care paid through Medicaid.

D. Application Procedures

An application for Supplemental Security Income must be completed by a direct service worker in a Field Office on behalf of all children in placement who meet the potential eligibility criteria.

The following forms will be completed and submitted to the Children's Accounts Unit by the Region for each application:

1. Child's Social Security number.
2. SSA 8000 BK, Application for Supplemental Security Income, consists of ten (10) pages of questions and is considerably detailed. Questions number 4 and 5 on page 1 do not require answers. All other questions on this form (starting with number 1) should be carefully reviewed and answered. Where the child's circumstances indicate a "Yes" answer, further detail is usually required. Where the circumstances indicate a "No" answer, only the numbered question should be answered. If an answer is not known to a particular question, please indicate "U/K" for unknown. Example: in most instances, question number 28 on page 8, "Name of person at school to contact, etc. - Do you have an identification card, etc., and courses taken or to be taken", will most often result in a U/K answer. As with most forms for benefits, the caseworker name, office address and office phone number is required in the "Remarks" section (number 38 on this form). The caseworker should not sign this form as this will be handled by the Children's Accounts Unit.
3. SSA 780, Certificate of Applicant for Payments on Behalf of Another
- // 4. SSA 3820, Medical History and Disability Report Caseworker needs to PRINT his/her name, office address and office telephone number in part III--Remarks. If there is a current updated medical history, it should be submitted with this form. The form SSA 3820 does not substitute for objective medical evidence. All pertinent medical evidence which the Department has should be forwarded with form SSA 3820. If no medical history is available, this form must be completed fully. The Department of Rehabilitation Services which conducts disability determinations for SSI will make consultative examination appointments for children poten-

tially eligible for SSI when all other available medical data is inconclusive and does not permit adjudication. Appointments are scheduled as early in the process as possible in order to expedite the adjudication. Any changes in the appointment shall be made through the adjudicator and not arbitrarily by the caseworker. Caseworkers are responsible for making arrangements for getting the child to the examination.

5. Illinois Disability Determinations Services Medical Release Form. If a child is over 12, the form must be signed by the child. If child is under 12, the form must be signed by the Guardianship Administrator. If the child is 12 years of age or over, or over age 18 and legally incompetent, and unable to sign his/her name, a signed statement from the worker explaining why the required signature is not on the form is necessary. These forms are NOT to be dated.
6. Child's Birth Certificate or Verification of Birth

VI. Appeals

The Department has the right to appeal a negative decision regarding eligibility for Social Security benefits and Supplemental Security Income benefits.

Upon receipt of the Social Security Certificate of Award or the Supplemental Security Income Notice of Decision, the Children's Accounts Unit will forward a copy to the appropriate region/field office.

The child welfare worker in the field office should review the notice to determine whether the decision is acceptable. If it is not acceptable, the worker should immediately notify the Children's Accounts Unit by memorandum. The Children's Accounts Unit will forward a request for reconsideration to the child welfare worker for completion and return to the Unit. Speed is of the utmost importance inasmuch as the request must be filed within 60 days of the date the notice is received in the Children's Accounts Unit.

In addition to a request for reconsideration, there are three additional steps which can be taken, namely:

- 1) Hearing--before an administrative law judge.
- 2) Appeals Council review--review of the administrative law judge's decision by the Appeals Council.
- 3) Federal Court action--to be filed in a district court of the United States.

Where DCFS is not the legal guardian of a ward, the child welfare worker might recommend to a child's parents or custodian, the ad

vantages of obtaining legal counsel to appeal adverse, federal administrative decisions.

351.4 Securing Benefits for Children (continued)

- b) Other Resources: The following material describes other resources used by the Department to provides services to children for whom the Department is legally responsible.

I. Illinois Department of Public Aid

The description of Public Aid programs, eligibility criteria and benefits contained in this section is intended to serve as an informational guide to DCFS staff to help staff become familiar with Public Aid and thus be able to recognize the potential eligibility of the families and children served by the Department. DCFS staff should never presume a family eligible for any DPA programs or services. In all instances, the final determination of eligibility for any of the programs and services must be made by DPA, which must apply its statutorily established criteria on an individual case by case basis.

- // A. General Description: The programs and services of the Department of Public Aid (DPA) are designed to help ease or prevent poverty and to assist families in becoming self-sufficient. DPA's responsibilities include the provision of financial aid, medical assistance and needed social services. DPA programs are administered through 101 county departments and 23 full-service offices in Cook County. The needs of dependent children are the principal basis for the provision of assistance under the Federal-State Title IV-A program of Aid to Families with Dependent Children. Under the provisions of the Consolidated Omnibus Reconciliation Act, medical benefits (Title XIX) and social services (Title XX) are available to foster care and adoption assistance children who are Title IV-E eligible. These services are available to such children within their state of residency. A Title IV-E eligible child who is placed in Illinois by another state may receive medical assistance and social services through the Department of Public Aid. Other individuals provided assistance by DPA include those permanently disabled, the aged, blind or ill, and those who are unemployed, underemployed, or experiencing family breakdown. Individuals or families are eligible for assistance after it has been determined that income and other available resources are not sufficient to meet needs as measured by Department standards. DPA also administers the Food Stamp Program, State and Local Assistance Programs (General Assistance), the training/employment program - Project Chance, and the State Program for Aid to the Medically Indigent (AMI).
- B. Specific Programs: The major categories of assistance provided through the Department of Public Aid are as follows:

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AFDC-R (Category 04): Financial assistance, medical assistance and social services available to families with one or more dependent children whose dependency is based on the death, absence or incapacity of a parent.

AFDC-U (Category 06): Financial assistance, medical assistance and social services available to families with one or more dependent children whose dependency is based on the unemployment of one of the children's parents when both parents are in the home.

AFDC-F (Category 98): Financial assistance issued through the Department of Children and Family Services as foster care payments in behalf of dependent children placed in foster care. AFDC-F includes the provision of medical assistance.

For a more complete explanation of AFDC-F, including eligibility requirements, application procedures, and DCFS staff responsibilities, refer to Appendix A of these procedures.

AABD – Aid to the Aged, Blind or Disabled: Financial assistance, medical assistance and social services available to individuals who have been determined to be aged, blind or disabled as defined by the Social Security Administration. The financial assistance provided by the State is also known as SSP (State Supplemental Payment). Social Services may also be available to recipients of SSI who are not eligible for SSP.

AABD includes AABD(A) for the aged, AABD(B) for the blind, and AABD(D) for those otherwise disabled.

Medical Assistance Categories: Individuals who would otherwise be eligible for any one of the categories described above except that they have too much income to receive a financial grant may be eligible for medical assistance or MANG (MANG stands for Medical Assistance No Grant).

The categories of medical assistance are as follows:

MANG(C) – Medical Assistance to Families with Dependent Children: Medical assistance is available to families with one or more dependent children who would qualify for AFDC on the basis of non-financial eligibility factors but have sufficient income and assets to meet all maintenance needs other than medical care. Medical assistance is also available if the family has insufficient income to meet income maintenance needs but only requests medical assistance.

The family which meets all eligibility criteria may be either 1) eligible for MANG or 2) enrolled for MANG, depending on the family income. A family who meets all eligibility criteria and whose income is below the standard is eligible for MANG. The enrolled family is not entitled to payment for covered medical expenses until the

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value of medical services/items equals the amount of income above the MANG standard. When this occurs, the family is eligible for MANG and is entitled to payment for covered medical expenses.

Medical assistance is available to children placed in foster care for whom the Department of Children and Family Services or the Department of Corrections has legal responsibility. For more information regarding medical benefits refer to Procedures 302.360, Health Care Services.

MANG(C) includes MANG(Cr) and MANG(Cu).

MANG(Cr)(Category 94): Medical assistance is available to families who have one or more dependent children whose dependency is caused by the death, absence or incapacity of a parent and who have sufficient income and assets to meet their maintenance needs other than medical care. Medical assistance is available to families which meet requirements for AFDC financial assistance but only request medical assistance.

MANG(Cu)(Category 96): Medical assistance is available to families who have one or more dependent children whose dependency is caused by the unemployment of one of the parents when both parents are in the home, and who have sufficient resources to meet their maintenance needs other than medical care. Medical assistance is available to families which meet requirements for AFDC financial assistance but only request medical assistance.

MANG (AABD) – Medical Assistance to the Aged, Blind or Disabled: Medical assistance is available to individuals who have sufficient income and assets to meet their maintenance needs other than medical care and who are receiving SSI benefits or to individuals who are determined aged, blind or disabled by the Illinois Department of Public Aid according to the Social Security Administration's definitions. Medical assistance is available to individuals who meet requirements for AABD financial assistance but only request medical assistance. MANG(AABD) includes MANG(A), MANG(B) and MANG(D).

The individual who meets all eligibility criteria may be either 1) eligible for MANG or 2) enrolled for MANG, depending on income. An individual who meets all eligibility criteria and whose income is below the standard is eligible for MANG. The enrolled individual is not entitled to payment for covered medical expenses until the value of medical services/items equals the amount of income above the MANG standard. When this occurs, the individual is eligible for MANG and is entitled to payment for covered medical expenses.

The AABD MANG categories 91, 92 and 93 correspond to the AABD categories 01, 02 and 03 in the same manner as the MANG(c) categories 94 and 96 correspond to the AFDC categories 04 and 06.

Other Public Aid Programs

RRA – The Refugee/Repatriate Programs: The Department of Public Aid administers the following federal programs, which are financed through federal funds:

Refugee Resettlement Program: Provides for the authorization of assistance (financial and medical) to eligible needy refugees from any nation who are ineligible to receive assistance through a Categorical Assistance Program.

Repatriate Programs: A repatriated person is defined as having been returned to the United States from a foreign country by the U.S. Department of State, because of destitution, illness, insanity, threat of war or other crisis. Upon referral by the U.S. Department of Health and Human Services, assistance (financial and medical) will be provided to a U.S. citizen and dependents, if any, under the Repatriate Programs.

Cuban Program Phasedown: Provides for the authorization of assistance (financial and medical) to eligible needy Cuban refugees who entered the U.S. prior to October 1, 1978 and who are ineligible to receive assistance through a Categorical Assistance Program.

Cuban/Haitian Entrant (Status Pending) Program: Provides for the authorization of assistance for Cuban/Haitian Entrants (Status Pending) admitted on or after April 21, 1980.

General Assistance and Aid to the Medically Indigent: These programs are financed by local funds, which may be supplemented by allocation of state funds to meet the requirements of the programs.

General Assistance: Financial and medical assistance is available to eligible needy families or individuals who are ineligible to receive assistance through a Categorical or Federal Assistance Program.

An 18 through 20 year old child who is receiving medical assistance (and caretaker relative and/or other eligible adult is included in the assistance unit) may also receive a General Assistance grant, if otherwise eligible.

Aid to the Medically Indigent: Aid in meeting the costs of necessary medical care is available for persons with marginal income, who are ineligible to receive medical assistance through a Categorical or Federal Assistance Program.

- C. Eligibility Criteria: In general, the determination of eligibility for any of the DPA programs listed above is a two-part process:
1. The individual or family must meet the definitions of the specific categories (non-financial eligibility factors); and
 2. The income of the individual or family must be insufficient to meet whatever need is provided through the program, as defined by Public Aid standards (financial eligibility factors).

The following is a summary of the chief eligibility factors of the AFDC Program:

By definition AFDC is assistance available to families with dependent children. To be considered a dependent child, the child must meet all the following eligibility criteria:

Citizenship: A U.S. citizen or alien lawfully admitted for permanent residence or under color of law. It is possible for a child of an illegal alien to be eligible for AFDC if the child was born in the U.S. In such an instance, the child would be eligible, but the illegal alien parent could not be included in the AFDC grant.

Age: The child must be under age 18 or if 18 years old must be a full-time student in grades 9 through 12 or in an equivalent vocational or technical training program and must be expected to complete the program by age 19. Children 18 years of age who do not meet the school requirement and children 19 through 20 years of age may be eligible for medical assistance, but do not qualify for financial assistance.

Living with a Specified Relative: The child must be living with a specified relative in that relative's home. The acceptable degrees of relationship are as follows:

a) Blood Relatives

Father – Mother	Nephew – Niece
Brother – Sister	Great-grandfather - Great-grandmother
Grandmother – Grandfather	Great-uncle – Great-aunt
Uncle – Aunt	First Cousin

The required relationship does not exist between a child born out of wedlock and the child's father or the father's relatives unless paternity has been established.

Spouses of blood relatives, even though the marriage to the relative may have been terminated by death or divorce, are considered specified relatives.

b) Step-Relatives

Step-father – Step-mother
Step-brother – Step-sister

c) Adoptive Relatives

Relationship exists between an adopted child and his adoptive parents and relatives rather than the child's natural parents.

If a child is living with someone not specified above, eligibility for AFDC does not exist. (AFDC-FC is an exception; see Appendix A.)

In some instances, a child may be living with an unrelated caretaker who has obtained court ordered guardianship of the child. This does not qualify the caretaker as a specified relative, and eligibility for AFDC would not exist.

Living with: Under certain conditions, the child may be absent from the specified relative's home for a temporary period and still retain eligibility for AFDC. If such a situation exists, consult the local Public Aid office as to whether the child meets the conditions. It must be noted, however, that if a child is placed in substitute care by DCFS on the basis of a voluntary placement agreement, DPA will delete the child from the relative's AFDC grant.

Lack of Parental Support or Care: The child must be deprived, in whole or in part, of parental support or care by reason of the death of a parent, the incapacity of a parent, the continued absence of a parent or the unemployment of a parent.

- a) Death of a Parent: either parent.
- b) Incapacity of a Parent: either parent; the physical or mental incapacity must be expected to last for a period of at least 30 days and reduce substantially or eliminate the parent's ability to support the child or provide care.
- c) Continued Absence of a Parent: continued absence exists, if:
 - Paternity has not been established, or
 - The child is living separate and apart from a parent or parents.

If one parent is not in the home, one of the following conditions must be met:

- 1) There is separation with legal action;
- 2) There is separation without legal action and there is no apparent intent to return.
- 3) Either parent is confined in a penal or correctional institution.
- 4) Either parent has been deported.

Unemployment (AFDC-U): Eligibility for AFDC-U is established when both parents are in the home and the principal wage earner meets the definition of unemployed.

Definition of Unemployed

Principal Wage Earner: The parent who earned the greater amount of income during the 24 month period before seeking AFDC-U is designated the principal wage earner. The principal wage earner must meet the criteria of being currently unemployed, have connection with the labor force, and meet the work registration requirements for AFDC-U eligibility to exist. The other parent's work history cannot be used to meet the eligibility criteria.

The 24-month period used to determine the principal wage earner starts with the month prior to seeking AFDC-U and extends backwards for 23 months.

Unemployed: The child's parent must meet the following conditions in order to be considered unemployed:

1. The principal wage earner is not working and has not worked full-time for at least 30 days before the receipt of assistance and has not refused an offer of suitable and available employment without good cause for at least 30 days prior to the receipt of assistance.

Regardless of the application date, the initial authorization may not include assistance for any portion of the 30 day period since discontinuation of or refusal to accept an offer of employment.

2. The principal wage earner is not self-employed full-time and has not been for at least 30 days before the receipt of assistance and has not refused an offer of suitable and available employment without good cause for at least 30 days before the receipt of assistance.
3. The principal wage earner is working for an employer or is self-employed but is working less than 100 hours per month. If employment exceeds 100 hours during a particular month, the parent is still considered unemployed if the parent was employed for less than 100 hours for the prior two months and is expected to be employed for less than 100 hours for the following month.

Connection with the Labor Force: The principal wage earner must have established a connection with the labor force by meeting one of the conditions below:

1. The principal wage earner received Unemployment Insurance benefits within one year before the date that AFDC-U coverage is being sought, or
2. The principal wage earner had at least six "work quarters" within any consecutive 13 calendar quarters within the 16 calendar quarters immediately before the quarter during which AFDC-U coverage is being sought.

A "calendar quarter" is defined as three calendar months:

January through March,
April through June,
July through September, or
October through December.

A "work quarter" is defined as a calendar quarter in which the parent:

- Earned at least \$50, or
 - Participated in the WIN program. (Participation means that the individual is currently registered with WIN. This applies to mandatory and voluntary registrants in WIN Counties, and to voluntary registrants in WIN Balance of State.)
- or
3. The principal wage earner performed work which would have qualified that person for Unemployment Insurance benefits if application had been made. The determination of whether the parent would have qualified is made by establishing that during any consecutive four of the first eight of the nine calendar quarters immediately before the quarter in which the parent is requesting AFDC-U, the parent
- Earned a total of at least \$1,000 gross, and
 - Earned at least \$275 gross in each of at least two of these four calendar quarters.

Unemployment Insurance Benefits: As a condition of eligibility for the entire assistance unit, the principal wage earner must:

- apply for Unemployment Insurance benefits for which that parent has been referred by the Department, and
- accept any Unemployment Insurance benefits for which that parent is eligible.

Work Registration: As a condition of eligibility for the entire assistance unit, the principal wage earner must

register with WIN in WIN counties and Job Service in WIN Balance of State counties. The registration required for food stamp eligibility satisfies this requirement. In WIN counties, registration or exemption from registration with WIN satisfies this requirement unless the parent was deleted from the assistance grant due to a refusal to participate in the WIN program. In WIN Balance of State counties, the registration requirement is also satisfied by participation in a CETA program or voluntary participation in the WIN Balance of State program.

Other Non-Financial Requirements

Social Security Numbers: To be eligible for AFDC, each individual (child or adult) must furnish the Department of Public Aid with his/her Social Security number. If the individual does not have a Social Security number, the individual must apply for one.

Win/Job Service Registration: All clients aged 16 through 64, unless exempt, must register with the WIN program if they reside in a WIN county or with Job Service if they reside in a non-WIN county.

Exempt Individuals:

- 1) Child aged 16 through 18 if in full-time school attendance.
- 2) Medically exempt as determined by DPA.
- 3) 65 years of age or over.
- 4) A person who provides full-time care to another individual in the household.
- 5) Parent or caretaker relative of a child under 6.
- 6) Mother or female caretaker if there is a non-exempt male in the home who is registered.
- 7) A person employed 30 hours or more per week in unsubsidized employment.

Financial Factors: If the child and family have met the non-financial factors described above, they must now meet the financial eligibility requirements of DPA. In short, their income and assets must be insufficient to meet the basic needs based on the DPA's level of need standards.

Determining a child and family's countable income is a complex process, which takes into account factors such as exempt income, assets, work expenses, earned income exemptions and other factors.

As regulations change frequently in this regard, and as income and assets can take many forms, a detailed description will not be included here.

As a general rule, only the child's income and assets or income and assets of the child's parents or stepparent are considered in the determination of financial eligibility. If the DCFS office has a Public Aid Manual, refer to Chapters 500 and 600 for a description of income and how it is treated. If in doubt, consult the local Public Aid office serving the area in which the child and family reside.

- D. Benefits and Services: Children and families who meet the eligibility criteria for AFDC receive financial assistance and medical assistance and may receive social services. Children and families who meet the eligibility criteria for AFDC-MANG receive medical assistance only.

Financial Assistance: Financial assistance is issued to the eligible family in the form of a monthly check. The amount depends on the size of the assistance unit (eligible family members) and the level of payment for the area of the state in which the family resides. The level of payment is a flat grant amount which varies only in regard to family size and geographic location. This flat grant amount is paid with no consideration given to the actual item- by-item-living expenses of the family. If the family has countable income, the income is deducted from the grant.

While the basic grant cannot exceed the standards of the level of payment, there are some additional payments for special needs. An allowance for juniors and seniors in high school may be given on a quarterly basis during the school year. An additional amount may be allowed for a therapeutic diet for a family member who is a diabetic. There is also provision for special and emergency payments due to certain crises such as fires, floods, lost or stolen cash, court-ordered eviction, need for emergency shelter or breakdown of major appliances. A special payment may also be allowed for non-medical expenses related to the provision of medical care. For example, a child may require treatment in a hospital located in another city. Payment could be made to allow the mother to travel and obtain lodging in that city in order to be near the child.

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In addition, payments may be authorized to provide day care for employment education or training when the caretaker relative is not the parent and is not included in the assistance unit. Payment may also be made for Substitute parental care when the child's caretaker is required to be absent from the home for a period of 24 hours or more. Reasons for Substitute parental care may include but are not limited to hospitalization or incarceration. Payment for Supplemental care may be made when care is needed for

less than 24 hours when the child's caretaker is in the home but temporarily incapacitated. The need for Supplemental care must be verified by a licensed physician, psychiatrist or psychologist.

- // E. Medical Services: Payment for the provision of essential medical care is made on behalf of individuals and families eligible for the financial assistance categories or the MANG categories.

A regular medical card (green in color) is issued to the individual or family. The card contains identifying information such as case name and address, DPA identification number, names of eligible family members and an expiration date. However, a Temporary Medical Eligibility Card (DPA 469D) issued by the Department of Children and Family Services will not contain a DPA identification number. Either the Regular or Temporary card can be presented to providers of medical care/services when such care/services are required. The provider in turn bills the Department of Public Aid directly or submits the bill to DCFS staff who in turn submits the bill(s) to DPA. No payments are made directly to the receiver of medical care/services.

The medical services which are routinely provided through the Medical Assistance Program are:

- o In-patient and Out-patient Hospital Services
- o Clinic Services
- o Group Care
- o Physician's Services
- o Independent Laboratory Services
- o Drugs
- o Psychiatric Services
- o Psychological Services
- o Routine eye care (examination and treatment)
- o Routine dental care

Medical services which are provided but require the prior approval of DPA are:

- o Audiological Services
- o Chiropractic Services
- o Physical Rehabilitation
- o Podiatry Services

- o Private Duty Nursing Care
- o Medical Transportation (excludes DCFS)
- o Special or restricted drugs
- o Orthodontic Dental Care and other Dental Services designated on DPA Form 134 as requiring prior approval
- o Eye care services designated on Form DPA 136 as requiring prior approval
- o Medical equipment and supplies (including oxygen)
- o Prosthetic devices including artificial limbs and braces, custom built shoes, etc.

Other medical services are available and may be obtained via the DCFS prior approval process. For more specific information regarding medical assistance available to children for whom DCFS is responsible, refer to procedures 359.9, Payments for Medical Care and procedures 302, Services Delivered by the Department, Section 302.360 (Health Care Services). For regular application procedures, refer to Appendix A of these procedures.

- F. Self-Support Programs: DPA administers self-Support programs to help clients find and accept employment. The programs assist clients in work related expenses until the first paycheck is received.

The self-support programs which DPA administers are:

1. WIN Demonstration Program (WDP)

WDP staff may authorize payments to participants for:

- o Day Care necessitated by participation in WDP
- o Pre-employment services
- o Transportation for job search
- o Initial employment expenses to enable a participant to secure employment
- o Incentive allowances

2. Young Parent Program (YPP)

The YPP works with clients under age 21 who are parents or expectant parents. The program assists clients in seeking employment and may provide payment for:

- o Day care

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- o Transportation
- o Education or training expenses
- o Initial expenses of employment

G. Other Information

Applications for DPA: If children and families served by DCFS appear to be potentially eligible for any of the Public Aid programs described in the procedures, they are to be referred:

1. Downstate - to the local county office serving the county in which they reside.
2. Cook County - to the local district office serving the zip code in which they reside.

Appeal Process: Any individual who applies for or receives financial or medical social services has the right to appeal. The individual or authorized representative must exercise the right to appeal within 60 calendar days after the decision of the local DPA office. However, the 60-day time limitation does not apply if DPA fails to send the individual a written notice of its decision.

Applicants for or recipients of DPA benefits also have the right to be represented by legal counsel at a DPA appeals hearing. DCFS workers should advise persons served by the Department to consult with a private or Legal Aid attorney whenever benefits are being denied or discontinued.

II. State Board of Education: The State Board of Education serves as a funding source and regulatory agency for the local school districts throughout the State. It is through the local districts that services are provided to children. Of the programs and services provided, two that have a significant impact on children served by the Department are the School Lunch Program and Special Education Planning.

A. School Lunch Program: Department wards are eligible for free lunches and milk if the school which they attend participates in the National School Lunch, Breakfast, or Special Milk Program. To qualify, the child's caretaker must apply and the child's "annual income" cannot exceed \$5,600.

Income Consideration: A Department ward, whether placed in a foster family home, a group home, an institution, or a relative home is considered a one-member family.

Department payments for the care of the child in a foster family home or relative home are considered income of that one-member family. Based on the Department's foster care

rates, all Department wards in foster family homes or relative homes are eligible. Children placed in specialized foster homes are also eligible since only the amount covering board, clothing, and personal allowance is considered income. When children are placed in institutions and group homes, "income" is only the amount of money a child earns and personally receives in hand from any source while in residence. The Department's payments to the group home or institution are not considered income for purposes of the school lunch and milk program.

Wards in the Youth in Transition Program and the Supervised Independent Living Program must report income from all sources in the determination of their eligibility for school lunches and milk.

Children in Adoptive Placements: Children in adoptive homes are considered a member of the preadoptive family on the date that the adoption petition is filed. At that point, even though the adoption is not finalized, the child's eligibility will be determined by the number of persons in the adoptive family and their total family income.

Income Which Is Not Considered: Some school districts have asked foster parents to disclose their total income. Other school districts have considered the per diem payments to institutions and group homes as income. The foster parent's personal income is not to be considered and need not be reported. A child's eligibility for school lunches and milk is unrelated to the per diem paid for that child's care in an institution or group home.

- // B. Special Education: P.L. 94-142 (The Education for All Handicapped Children Act of 1975) ensures that all handicapped children have available a free appropriate public education to meet their unique needs. Article XIV of The School Code of Illinois also assures those same rights to eligible children in this state. Special education instructional programs, resource programs, related services, diagnostic services, and a surrogate parent shall be provided to exceptional children between the ages of three and twenty-one who are enrolled in public, private or state schools. A surrogate parent will be provided to all children (in Illinois) for whom DCFS has legal responsibility and are placed away from their natural parent(s). Each child's educational program must be provided in the least restrictive environment which is appropriate to the child's needs.

- III. Mental Health and Developmental Disabilities: The Illinois Department of Mental Health and Developmental Disabilities (DMHDD) operates all public state mental health and developmental centers and supervises the community and non-public mental health facilities located throughout the

state.

DMHDD provides inpatient and outpatient psychiatric services in the facilities which they operate.

Procedures related to DMHDD are contained in 302, Services De livered by the Department, Section 302.390 and in 327, Guardianship Services, Appendix C, Placement in Mental Health Facilities.

- IV. Division of Services for Crippled Children: Refer to Appendix B, Division of Services for Crippled Children in Procedures 302, Services Delivered by the Department.

APPENDIX A - AFDC-FOSTER CARE AND MANG

AFDC-FC and MANG (Category 98) are programs which provide federal matching funds to the state for children placed in licensed or approved foster family homes or private non-profit institutional facilities.

Eligibility Requirements: For a child to be eligible for AFDC-FC, three conditions must be present:

- 1) The child must have been removed from the home of a specified relative as a result of court action, must be a child for whom DCFS is legally responsible and must be placed in substitute care setting (foster care home, group home or private non-profit institution) licensed or approved by DCFS, and
- 2) The child must have been eligible for and receiving AFDC at the time of initiation of court action leading to placement or would have received AFDC for the month in which court action was initiated had the application for AFDC been made, or

The child lived with a specified relative within six months prior to the month in which court action was initiated and would have received AFDC if application had been made, and

- 3) The child must continue to meet AFDC eligibility requirements of age, need and lack of parental support or care and must continue to be in a substitute care placement as specified in 1) above.

For a description of the AFDC eligibility requirements which the child must meet in order to qualify for AFDC-FC, refer to the preceding section of these procedures 351.4 b I, Department of Public Aid, Section C, Eligibility Criteria.

MANG: Children for whom DCFS is legally responsible via court order, voluntary placement agreement or adoptive surrender who are in paid or non-paid licensed or approved foster homes or private not-for-profit institutions or group homes may be ineligible for AFDC-FC but eligible for MANG if the financial eligibility factors are met.

Procedures for Applying for AFDC-FC/MANG: In accordance with Administrative Procedure #5, Uniform Recording Requirements, the Eligibility I (CFS 1411) and Eligibility II (CFS 1412) must be completed by the caseworker and submitted to data entry within ten (10) working days after initial placement in a licensed or approved foster home or private not-for-profit institution group home, DCFS shelter or other unpaid placement. Additionally, the

// information from the CFS 906, Placement/Payment Authorization and CFS 1425, Change of Status Form must be data entered into CYCIS at the same time. The DCFS Information System will generate a printed application from which the Eligibility Unit in Springfield will make a determination of eligibility for AFDC-FC or MANG.

NOTE: All Department wards (with the exception of children in home of parent and Haitian/Cuban/Asian refugees) will be issued a green Medical Eligibility Card (MEC) through the Department of Public Aid.

Those children determined to be ineligible for MANG will receive medical coverage via DPA's green medical card but payment for these services will be paid by DCFS through DPA's payment system. Refer to Procedures 302.360 Health Care Services and Procedures 359.9H.

NOTE: The Eligibility I and Eligibility II forms must be completed for children who are placed in adolescent training and support living arrangements (Type of Service Codes 0701 and 0204) and for children placed in any paid or unpaid living arrangement or when a child was issued a DPA 469D (Temporary Medical Eligibility Card) and a case was opened.

- A. Case That Originates With DCFS: When DCFS assumes legal responsibility for a child via court action, voluntary placement agreement or adoptive surrender and the child is placed, the Eligibility I and Eligibility II must be completed by the caseworker and submitted to data entry within ten (10) working days after placement. The DCFS Information System (CYCIS) will generate a printed application from which the Eligibility Unit in Springfield will make a determination of eligibility for AFDC-FC or MANG. The caseworker will receive a printed Eligibility I and Eligibility II to file in the child's case record for future use.
- B. Case That Originates With Private Agency: When DCFS assumes legal responsibility for a child referred to the Department by a licensed private child welfare agency, the private agency shall complete the Eligibility I and Eligibility II and submit them within ten (10) working days of case opening to the appropriate DCFS Regional/Field Office for data entry. The DCFS Information System (CYCIS) will generate a printed application from which the Eligibility Unit in Springfield will make a determination of eligibility for AFDC-FC or MANG. The caseworker will receive a printed Eligibility I and Eligibility II to file in the child's case record for future use.
- C. Case That Originates With DPA: When DPA refers an AFDC child to DCFS for possible placement or when DCFS becomes aware that a child is from an AFDC family, the DPA worker shall be asked to provide the verification data necessary to complete the Eligibility I; Financial data, Social Security Number, and the following sections of the Eligibility II, Section A, Section C, Section D, and Section E. The same procedure as noted above will be followed in applying for/determining eligibility for the child.

Changes Regarding AFDC-FC/MANG Eligible Children: A change in address, type of service codes, living arrangement code, or payment amount all necessitate an immediate updating via the CFS 906, Placement/Payment Authorization Form. Case closings and Legal Status changes also necessitate immediate updating via

// the CFS 1425, Change of Status form. The Eligibility Unit will receive computer generated change notices which will be used to update the child's AFDC-FC or MANG case. The Eligibility Unit will notify the DCFS Regional/Field Office via the CFS 1860 if the change results

in termination of a child's AFDC-FC or MANG eligibility. The Eligibility I and Eligibility II forms must also be submitted when: (a) the child's income or assets increase or decrease; (b) when an 18 year old AFDC eligible child no longer meets the school attendance requirements, see page P351 - (20); (c) an AFDC-FC eligible child age 16 or 17 is no longer attending school and is not registered for WIN/Job Service; or (d) the deprivation factor indicated previously for an AFDC-FC eligible child is no longer applicable.

// Eligibility Determinations – Over Income: When a child is determined ineligible for AFDC-FC or MANG due to excess income or assets, the child will be placed in a "Special" Medicaid category (98-313-12-0000). This category is used for DCFS wards who do not meet certain AFDC-FC or MANG eligibility requirements, but the Department wants to ensure medical coverage via the Medicaid card. Payment for services provided under this category will be paid from DCFS funds through DPA's payment system.

Eligibility Redetermination: Section 305.6, Case Review System, states that every case is subject to a case review every six months. At the time of the case review the caseworker will review all of the eligibility criteria as listed in procedures 351.4 b I, Department of Public Aid, Section C, Eligibility Criteria. The Eligibility I and Eligibility II forms are to be completed and submitted to data entry. A printed redetermination form will be generated from CYCIS and will be used by the Eligibility Unit to make a redetermination of eligibility.

// Reapplication For Child Who Was Initially Determined Ineligible for AFDC-FC and MANG. When a child has initially been determined ineligible for AFDC-FC and MANG and the reason for the determination of ineligibility no longer exists or has changed, the caseworker is to submit the Eligibility I and Eligibility II to data entry. Subsequently through CYCIS, updated information will be generated from which the Eligibility Unit will make a determination of eligibility.

// Medicaid Eligibility – Adoption Assistance Cases

Any child adopted with adoption assistance after June 17, 1980 (effective date of Public Law 96-272) is eligible for medicaid coverage through the Department of Public Aid.

Medicaid cards can be issued for two (2) groups of children:

- A. Children adopted with an adoption subsidy after June 17, 1980, but prior to January 1, 1986.
 - o Receipt of a Medicaid card for this group of children is discretionary and is to be offered to the adoptive parent(s) as an option at the time of the annual recertification.
 - o At the time of recertification, a letter explaining the availability of the Medicaid card will be sent to the adoptive parent(s) by the Regional Adoption Coordinator.

- o The adoptive parent(s) must check the appropriate box for Medical Coverage Options to indicate whether or not they want to receive the Medicaid card for the adopted child and then return the Medical Coverage Options sheet to the appropriate Regional/Field Office.
- o When the signed Option sheet from the adoptive parent(s) is received, adoption assistance staff are responsible for one of the following steps:
 - 1. When the adoptive parent(s) indicate a desire to receive the Medicaid card, complete an Eligibility II form as in regular cases and submit it for data entry to the Eligibility Unit. When data is entered, the Eligibility II form will trigger an application for the subsequent issuance of the card.
 - 2. When the adoptive parent(s) chooses not to accept the Medicaid card for the child, note this in the adoption assistance case record.
- B. Children adopted with an adoption subsidy after January 1, 1986.
 - o All children adopted after January 1, 1986, shall receive the Medicaid card without exception. The card is to be used for payment of all Medicaid eligible services obtained through Medicaid-enrolled providers. If an adoptive family indicates their desire not to receive the Medicaid card, and the child does not require medical services relating to a preexisting medical condition, the worker shall still request the Medicaid card and have it sent to the DCFS office address. The card shall be kept in the case record for future medical services, if needed.

WIN Registration – Applicable Only For AFDC-FC Eligibility

- A. Program Definition: The WIN Demonstration Program is an employment and training program administered statewide by the Illinois Department of Public Aid.
- B. Criteria: All 16 and 17 year old youth who are not enrolled in and attending full-time school are required to register with the WIN Demonstration Program. The only exceptions are when the youth is incapacitated (with the incapacity documented by a medical statement) or is the mother or other caretaker of a child under age 6.
- C. Procedures
 - 1) The DCFS worker shall register all non-exempt youth by checking the box preceding "WIN" in Part G of form CFS 1412, Eligibility II, (7-82) and entering the date in the same section.
 - 2) This information is transmitted to the IDPA Medical Determination Unit who complete form DPA 552 indicating WIN registration by entering Code "9" in Item 73.

- 3) The DPA client data base will automatically generate a notice advising DPA WIN staff of the registration.
 - 4) The youth is required to participate in the WIN Program following registration as an ongoing requirement of eligibility.
 - 5) Upon receipt of the automated notices, DPA WIN staff will appraise the youth's employability status, occupational goals and barriers to meeting those goals. The appraisal will result in an Employability Plan detailing the youth's goal, steps necessary to achieve the goal and supportive services required.
 - 6) The DCFS worker will receive notification from WIN staff of any changes in the youth's status via Form DPA 1475, WIN Grant Action Notice and Report (in Cook County DPA 1475A), including placement in employment or other WIN programs or failure to cooperate.
- D) Termination: Youth may be terminated from the WIN Program by returning to school full-time or by refusal to participate in the program. WIN staff will notify the DCFS worker of non-cooperation via Form DPA 1475, WIN Grant Action Notice and Report (in Cook County DPA 1475A).